

# Drug and Alcohol-Free Federal Employee Workplace Testing Program

May 2007



**Disclaimer**

This publication was produced by the U.S. Department of Transportation (DOT) to assist Federal employees subject to workplace drug and alcohol testing in understanding DOT Order 3910.1C and the DOT Drug & Alcohol Testing Guide. Nothing in this publication is intended to supplement, alter or serve as an official interpretation of DOT Federal employee drug and alcohol testing policies and procedures. This publication is for educational purposes only.

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**Electronic Access to Publication**

This publication can also be accessed electronically through the internet at the SAATO website at

<http://dothr.ost.dot.gov/hrprograms/drugandalcohol/>.

For questions, please contact DOT/OST Substance Abuse Awareness and Testing Office at 202-366-9440 or visit our website.

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**Introduction: “Tell me what this means!”**

The U.S. Department of Transportation’s (DOT) substance abuse testing is crucial for the safety of employees, co-workers and the traveling public. DOT’s workplace drug and alcohol testing program is the second largest testing program in the Federal government, encompassing over 80,000 Federal employees, from multiple Federal agencies. And with that many people, confusion over policies and procedures is inevitable. This publication is for employees who call and say, “Could you tell me what this means?”

With that in mind the Substance Abuse Awareness and Testing Office developed this quick, readable guide to the basics concerning the Department’s drug and alcohol testing program. And, if you cannot find the answers in these pages, you will learn where to find them. Through better understanding and communication come better safety, prevention, compliance and treatment.

Remember that while our drug and alcohol testing policies’ primary purpose is deterrence, they also create prevention and treatment opportunities for the workers struggling with drugs and alcohol. Anyone who violates DOT drug and alcohol testing policy is required to undergo evaluation and treatment, and that person is not allowed to return to duty until treatment is successful and a follow-up testing plan is in place. The Department is proud that our workplace drug and alcohol testing policy help employees’ combat abuse and addiction. Inside these pages is also information on where to go for substance abuse assistance.

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## **What individuals need to know about the DOT Federal Employee Drug and Alcohol Testing Program.**

Have you accepted a position or are you currently employed by the U.S. Department of Transportation (DOT) in a safety or security-sensitive position? These are positions characterized as having critical safety or security responsibilities related to the mission of the Department, for example criminal investigator, air traffic controller, or motor vehicle operator. Safety-sensitive and security-sensitive positions are subject to DOT workplace drug and/or alcohol testing. Following is an overview of some questions you might have about the program and resource information in case you have additional questions.

### **Who is subject to DOT testing?**

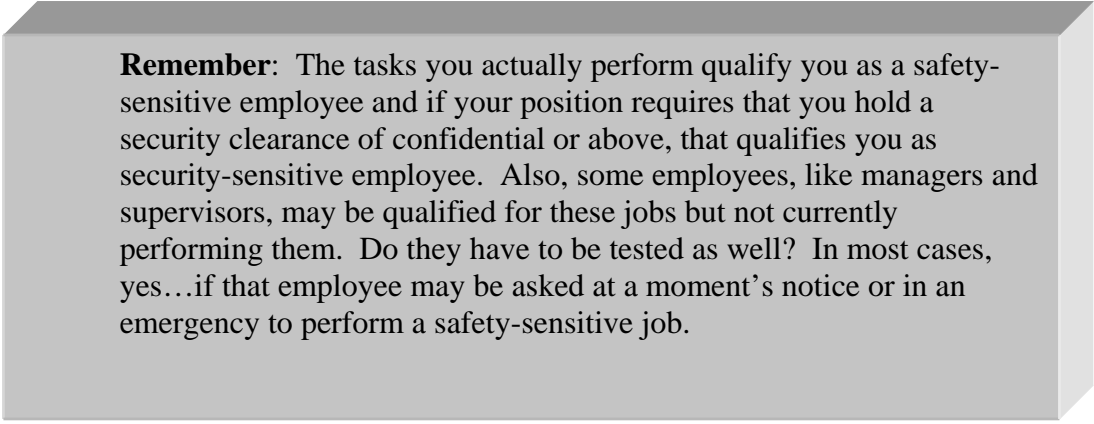
- **Testing Designated Positions (TDPs)**

Employees in Testing Designated Positions (TDPs) - Positions characterized as safety-sensitive responsibilities related to the mission of the Department; or positions occupied by individuals requiring possession of a security clearance of confidential or higher.

Employees occupying TDPs are subject to random, reasonable suspicion, post accident, return to duty and follow-up testing.

- **Non-Testing Designated Positions (Non-TDPs)**

Employees in non-TDPs are subject to reasonable suspicion, post accident and follow-up drug testing. These are positions that are categorized as non-safety or security sensitive.



**Remember:** The tasks you actually perform qualify you as a safety-sensitive employee and if your position requires that you hold a security clearance of confidential or above, that qualifies you as security-sensitive employee. Also, some employees, like managers and supervisors, may be qualified for these jobs but not currently performing them. Do they have to be tested as well? In most cases, yes...if that employee may be asked at a moment's notice or in an emergency to perform a safety-sensitive job.

### **Under what authority does DOT conduct drug and alcohol testing?**

- Drug only TDPs – Executive Order (E.O.) 12564 of Sept. 15, 1986 established standards and procedures for a drug-free Federal workplace. E.O. 12564 mandates testing for the use of illegal drugs for all Federal employees in safety and security-sensitive positions.

- Drug and Alcohol TDPs – The Omnibus Transportation Employee Testing Act of 1991, Public Law (P. L.) 102-143, Title V (“the Act”) requires that a program be established to test for alcohol and controlled substances. This program is mandated for Federal Aviation Administration (FAA) employees whose duties include responsibility for safety-sensitive functions.

**NOTE:** DOT Order 3910.1C merges the requirement of the Act into the program that was established to satisfy E.O. 12564, and places both of those initiatives under the Departmental Drug and Alcohol-Free Workplace Program.

- The Department of Health and Human Services (HHS) is responsible for maintaining and issuing scientific and technical guidelines for Federal agency drug testing programs.
- Commercial Drivers License (CDL) Testing – Drug and alcohol testing requirements are mandated by 49 Code of Federal Regulations (CFR) Part 382, Federal Motor Carrier Safety Administration regulated industry testing program.

### **Why are safety-sensitive employees tested?**

The maintenance of a safe and effective transportation system demands, in particular, that those DOT employees whose jobs involve significant responsibilities affecting public safety and national security remain totally drug and alcohol-free in the workplace.

The Secretary of Transportation is responsible for developing policies and procedures for achieving a drug-free and alcohol-free workplace; one that is safe, with due consideration of the rights of the Government, the employee and the general public.

### **What information must a DOT Operating Administration (OA) provide?**

Educational materials must be made available to all employees that explain the requirements of the drug and alcohol testing program and the Department’s policies and procedures. The Drug Program Coordinator (DPC) will assure that these materials are distributed to each employee in a Testing Designated Position (TDP) within their respective OA.

### **What conduct is prohibited by DOT drug and alcohol testing policy?**

As a DOT employee in a TDP:

- You must not use, possess, distribute, or traffic controlled substances while on or off duty.
- You must not use drugs or alcohol while on duty.
- A verified adulterated, substituted and/or positive drug test result.
- A confirmed test result having an alcohol concentration 0.04 or greater on an alcohol test for employees not in the follow-up testing program.
- A confirmed test resulting having an alcohol concentration of 0.01 or greater on an alcohol test for an employee in the follow-up testing program.
- The results of a breath test for the use of alcohol, conducted by Federal, State, local or tribal government officials, having independent authority for the test, shall be considered the

equivalent of a breath alcohol test conducted under DOT Order 3910.1C, provided such test conforms to applicable Federal, State, local or tribal government alcohol testing requirements, and the results of the test are obtained by the employer.

- You must not use alcohol within four hours of reporting for safety sensitive functions or within such longer period as required by the OA.
- You must not refuse submitting to a drug or alcohol test.
- You must not refuse to empty your pockets when directed to do so by the collector.
- You must not interfere with the testing process or tamper with your test by adulterating or substituting your specimen.

As a DOT employee in a non-TDP:

- You must not use controlled substances or alcohol while on duty or have on-duty impairment.
- You must not possess, distribute, or traffic controlled substances.
- You must not refuse submitting to a drug test.
- You must not interfere with the testing process or tamper with your test by adulterating or substituting your specimen.

### **What drugs does DOT test for?**

DOT drug tests are conducted using only urine specimens. The urine is collected in a single container and then split into two other containers used for the testing process. These are called Bottle A (primary specimen) and Bottle B (split-specimen). The urine specimen contained in Bottle A is analyzed for the following drugs/metabolites:

- Marijuana metabolites/THC
- Cocaine metabolites
- Amphetamines (including methamphetamine)
- Opiates (including codeine, heroin, morphine)
- Phencyclidine (PCP)

To learn more about the effects of these and other drugs visit the following sites:

- *Common Drugs of Abuse*. National Institute for Drug Abuse (NIDA) [www.nida.nih.gov](http://www.nida.nih.gov)
- *Substance Abuse*. Substance Abuse and Mental Health Services Administration (SAMHSA) [www.workplace.samhsa.gov](http://www.workplace.samhsa.gov).
- *Drug Facts*. Office of National Drug Control Policy (ONDCP) [www.whitehousedrugpolicy.gov](http://www.whitehousedrugpolicy.gov)
- *Prevention On-line*. National Clearinghouse for Alcohol and Drug Information (NCADI) [www.health.org](http://www.health.org).



### **What other tests are performed on my specimen?**

Specimen Validity Testing (SVT) is performed on primary (Bottle A) specimen by the DOT contracted HHS-certified laboratory to verify that a specimen has the properties consistent with a non-altered human urine specimen. SVT includes:

- Determination of creatinine concentration. Creatinine is a substance found in human urine, if it is not present in the specimen the test is declared a substituted specimen (i.e., is not human urine).
- Determination of specific gravity if creatinine concentration is less than 20mg/dL
- Determination of pH
- Performance of one or more validity tests for oxidizing adulterants
- Performance of additional validity tests when certain conditions are observed (e.g., unusual color or odor, unusual test response for adulterants)

### **Can I use prescribed medications or over the counter (OTC) medications?**

Prescription medicine and OTC drugs may be allowed. However, you must meet the following minimum standards:

- The medicine is prescribed to you by a licensed physician, such as your personal doctor.
- The treating/prescribing physician has made a good faith judgment that the use of the substance at the prescribed or authorized dosage level is consistent with the safe performance of your duties.
- The substance is used at the dosage prescribed or authorized.<sup>1</sup>
- If you are being treated by more than one physician, you must show that at least one of the treating doctors has been informed of all prescribed and authorized medications and has determined that the use of the medications is consistent with the safe performance of your duties.
- Some DOT Operating Administration's (OA) regulations may have prohibitive provisions regarding taking certain prescription or OTC medication and performing your DOT safety-sensitive functions.

### **When will I be tested?**

#### **Pre-employment/Pre-appointment**

All applicants for TDPs will be drug tested prior to employment/appointment. This also applies if you are a current DOT employee in a non-TDP applying for a TDP and all external applicants for a TDP. All applicants with verified positive drug test results will be refused employment.

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<sup>1</sup> While a minority of states allows medical use of marijuana, federal laws and policy do not recognize any legitimate medical use of marijuana. Even if marijuana is legally prescribed in a state, DOT regulations for Federal employee workplace testing treat its use the same as the use of any other illicit drug.

For detail or temporary assignments (official or unofficial) to TDPs, a pre-appointment test will be done if term of assignment is 90 days or longer.

### **Random**

You are subject to unannounced random drug and alcohol testing during any period in which you are performing, ready to perform, or immediately available to perform safety sensitive functions. You may be subject to testing for drug, or alcohol, or both.

DOT's Substance Abuse Awareness and Testing Office produces computerized random test lists for each OA identifying all employees selected for random drug and alcohol testing. Test locations are randomly selected based on Metropolitan Statistical Area (MSA) and every employee in a TDP is randomly placed on test lists for each facility in the selected MSAs. Under DOT regulation, all TDP employees have an equal chance to be selected and tested. Employees not on the list must not be tested.

Just prior to the testing event, you will be notified of your selection and provided enough time to stop performing your safety sensitive function and report to the testing location. Failure to show for a test or interfering with the testing process may be considered a refusal to test, which may result in removal from Federal service. See page 11 for other employee actions that are considered as refusing to test.

For detail or temporary assignments (official or unofficial) to TDPs, random testing will be done if term of assignment is 90 days or longer.

### **Reasonable Suspicion**

Reasonable suspicion means that a management official believes you are under the influence of drugs or alcohol. They cannot require testing based on a hunch alone; their suspicion must be based on observations concerning your appearance, behavior, speech, and smell that are usually associated with drug or alcohol use. Reasonable suspicion testing will be ordered by a management official after receiving the concurrence of appropriate legal counsel in the OA.

**Remember:** Only Federal Aviation Administration (FAA) and Commercial Driver's License (CDL) employees can be alcohol tested.

### **Post Accident**

If you are involved in an event that involves one or more of the following: a fatality; a serious injury; substantial damage to aircraft or vehicles or other property; a post accident drug or drug

and alcohol tests will be required. You are required to remain readily available for testing until a determination to test has been made.

Appropriate OA management official will review all available facts and determine whether the event is covered. If the accident or incident qualifies as a covered event, the OA will identify each employee whose work performance may have been a contributing factor to the event. Only those employees whose job performance at or about the time of the event may have contributed to the event or cannot be completely discounted as a contributing factor will be subject to drug or drug and alcohol testing. Employees in non-TDP may be required to submit to a post accident drug test.

Whenever feasible, the drug test is completed within four hours and alcohol testing is completed within two hours of the accident or incident.

### **Return-to-Duty/Follow-up**

If you have violated the prohibited drug and alcohol policy and accepted the opportunity to enter a substance abuse rehabilitation program, you will be subject to unannounced follow-up testing. After successful completion of the rehabilitation program, you will be subject to follow-up testing for one year unless it is medically determined that a longer period is required. Follow-up testing is in addition to all other required testing.

If you are in a TDP, you are also subject to a planned return-to-duty test. The return-to-duty test must be negative before you can be returned to your TDP position. A verified positive return-to-duty test will result in an evaluation by the Medical Review Officer (MRO), who may determine you have relapsed and must re-enter your rehabilitation program. Once you have a negative return-to-duty test, you will be entered into the follow-up testing program. If you are in a non-TDP, you may be required to submit to follow-up drug testing.

### **How is a urine drug test administered?**

The drug testing process consists of three components:

- the collection;
- testing at the laboratory, and
- review by the MRO.

### **What is the urine collection process?**

The collector will complete the urine collection process as follows:

- Establish a secure collection site by:
  - restricting access to the collection site to only authorized personnel;
  - securing all water sources and placing blue dye in any standing water, and
  - removing or securing all cleaning products/fluids at the collection site.

- Your identity will be verified using a current valid photo ID or if a photo ID not available, then your supervisor will be contacted to confirm your identity.
- The collector will complete the pretest information on the Federal Drug Testing Custody and Control Form (CCF) that serves as the chain of custody for your specimen.
- You will be asked to remove any unnecessary outer garments, empty your pockets and display the items to ensure that no items are present that could be used to adulterate or substitute the specimen. Any items found in your pockets that may be used to substitute or adulterate your specimen will be held outside the collection area with your outer garments. You may retain your wallet.
- You will be instructed to wash and dry your hands.
- A collection kit will be selected by the collector (or you may be asked to select the kit). The collector will open the kit in your presence.
- You will be afforded privacy to provide a urine specimen. Exception to the rule occurs if the collector suspects attempted adulteration or substitution of a specimen or any situation where general questions of validity arise, such as an unusual temperature. Also, if the collection is for a follow-up test, it will be performed using direct observation collection procedures.

**Remember:** If a specimen is collected under direct observation, it must always be performed by a same gender collector as you.

- You will be asked to provide at least 45 ml of your urine into a collection container.
- The collector will check to ensure the specimen is at least 45 ml, check the temperature and conduct an inspection to determine color and any signs of contaminants.
- In your presence, the collector will pour the urine specimen into two separate bottles (A and B), seal them, date each label, and ask you to initial each label.
- The collector will complete steps 1 through 4 of the CCF.
- You will be asked to complete step 5 of the CCF (i.e., print and sign your name, date of birth, daytime and evening phone numbers).
- You will be given the employee copy (copy #5) of the CCF.
- The collector will place both sealed specimen bottles along with the laboratory copy (copy #1) in a single shipping box, package and ship to the laboratory.

**Remember:** Neither you nor the collector should let the specimen out of your sight until it has been poured into two separate bottles and sealed.

**Testing at the laboratory.** The laboratory will complete the following testing process.

- Determine if flaws exist. If so, the specimen may be rejected for testing.
- Open only Bottle A, taking aliquot(s) from Bottle A, conduct specimen validity testing (SVT), and initial screening test. An SVT is performed to determine whether an employee has adulterated and/or substituted their urine specimen.
- Further testing will be done on those specimens that screen positive and/or SVT results are outside of HHS Mandatory Guidelines.
- Report the findings of the analysis of Bottle A to the Medical Review Officer (MRO).
  - Tests found to be negative and acceptable SVT will be reported as negative to the MRO.
  - Tests confirmed as positive will be reported to the MRO as positive.
  - Tests found to be adulterated, substituted or invalid will be reported to the MRO.
    - This may be considered a refusal to test.
- The laboratory will store Bottle A and B for any reported positive, adulterated, substituted, or invalid result for at least one year.

### **What is a Medical Review Officer (MRO)?**

In accordance with HHS criteria, a MRO is a licensed physician with knowledge of substance abuse disorders. The MRO must also complete qualification curriculum which includes continuing education courses. The MRO serves as an independent, impartial gatekeeper to ensure the accuracy and integrity of the DOT drug testing program. As a safeguard to quality and accuracy, the MRO reviews adulterated, substituted, invalid, and positive test results submitted to DOT from the drug testing laboratory and rules out any other legitimate medical explanation before verifying the result and releasing it to management. The MRO also provides oversight to ensure that any DOT employee required to enter into a substance abuse rehabilitation program receives appropriate treatment.

### **Review by the MRO**

Upon receipt of the test result from the laboratory, the MRO will:

- Review paperwork for accuracy.
- If the result is positive, conduct an interview with you to determine if there is a legitimate medical reason for the result. If a legitimate medical reason is established, the MRO will downgrade the result to negative (i.e., report the result as negative). If a legitimate medical reason cannot be established, the MRO will report the result as a verified positive.
- If the result is adulterated, substituted, or invalid, conduct an interview with you to determine if there is a legitimate medical reason for the result. If a legitimate medical reason is established, the MRO will report the result as cancelled. Another collection may be required under direct observation. If a legitimate medical reason cannot be established, the MRO will report the result as a refusal to test. A refusal to test is grounds to propose removal of the employee from Federal service.
- Report the result as “no contact” positive, if you refuse to discuss the results with MRO or do not provide the MRO with acceptable medical documentation to explain the positive, adulterated, substituted, or invalid test result.

- Inform you that you have 72 hours from the time of the verified result to request to have your Bottle B sent to another HHS-certified lab under DOT contract for analysis for the same substance or condition that was found in Bottle A.

**Note:** You can choose another HHS-certified lab, but you are responsible for all arrangements and payment before Bottle B will be shipped.

### **How is an alcohol test administered?**

The DOT performs alcohol testing in a manner to ensure the validity of the testing as well as provide confidentiality of the employee's testing information.

During the breath alcohol testing process, a Breath Alcohol Technician (BAT), using an evidential breath testing (EBT) device, will:

- Establish a private testing area to prevent unauthorized persons from hearing or seeing your test result.
- Verify your identity using a current valid photo I.D. If photo I.D. is not available, the BAT will contact your supervisor to confirm your identity.
- Ask you if you have consumed any food or drink or smoked in the past 15 minutes. If you have not, then the test will proceed. If you have, then you will be instructed to wait 15 minutes and to not eat, drink, smoke, put any object or substance in your mouth, and to try not to belch during the waiting period. At the end of the waiting period, the test will be conducted and the BAT will note any non-compliance of waiting period instructions on the Breath Alcohol Testing Form (BATF).
- Ask you to sign Step #2 of the BATF. If you decline to sign, it is not considered a refusal to test. However, the BAT will need to annotate the BATF of your failure to sign.
- Perform an air blank on the EBT and if air blank registers 0.00, then proceed with the test.
- Open an individually-sealed mouthpiece in front of you, attach it to the EBT, and ask you to blow forcefully into the mouthpiece for at least 6 seconds or until the EBT indicates adequate breath has been obtained.
- Show you the test result.
  - If the screening test is an alcohol concentration of less than 0.02, no further testing is authorized, and there is no action to be taken. Either the EBT will print the results onto the BATF or the BAT will affix the screening test result self-adhesive printout to the BATF, place tamper evident tape over the result printout and provide you the Employee Copy (Copy #2).
  - If the screening test is an alcohol concentration of greater than 0.02, you will be required to take a confirmation test.
- If a confirmation is required, the BAT will:
  - Instruct you to not eat, drink, smoke, put any object or substance in your mouth, and to try not to belch during a waiting period of at least 15 minutes. At the end of the waiting period, the test will be conducted and the BAT will note any non-compliance of the waiting period instructions on the BATF.
  - The BAT will then follow the same procedures used for the screening test.
  - Show you the test result.

- Either the EBT will print the results onto the BATF or the BAT will affix the confirmation test result self-adhesive printout to the BATF, place tamper evident tape over the result printout, and provide you the Employee Copy (Copy #2).
- If confirmation test result is 0.02 or higher, the BAT will ask you to sign Step #4 of the BATF. If you decline to sign, it is not considered a refusal to test. However, the BAT will need to annotate the BATF of your failure to sign.
- Report any confirmation test result of 0.02 or higher to your supervisor. If your confirmation test result is equal to or greater than 0.02 but less than 0.04, then you are considered in a not-ready-for duty status. If your confirmation test result is 0.04 or greater, then the agency shall initiate action to remove you from Federal service.
  - Exception: If you are in the follow-up program and your test result is at 0.01 or greater but below 0.02 on a screen or confirmation alcohol follow-up test, you shall not perform, or continue to perform, safety-sensitive duties until re-evaluated and an appropriate assessment is made by the Employee Assistance Program (EAP) and an FAA Flight Surgeon.
- If after several attempts you are unable to provide an adequate amount of breath, the testing will be stopped. Your supervisor will be notified. You will be instructed to provide the FAA Flight Surgeon medical documentation to support your inability to provide an adequate amount of breath.
  - If the FAA Flight Surgeon determines your failure to provide an adequate amount of breath is due to your medical condition, then no further action will be taken.
  - If the FAA Flight Surgeon determines there is no acceptable medical explanation, then the test will be treated as a refusal to test.

### **What is a FAA Flight Surgeon?**

The Flight Surgeon is a licensed physician who is employed by FAA. In cases where an employee is unable to provide adequate amount of breath for an alcohol test, the employee will be directed to an FAA Flight Surgeon for medical evaluation. If you are not a FAA employee, you will still be assigned to a FAA Flight Surgeon for evaluation.

### **Should I refuse a test I believe I was unfairly selected for?**

If you are instructed to submit to a drug or alcohol test and you don't agree with the reason or rationale for the test, please take the test anyway. Don't interfere with the testing process or refuse the test. Let your supervisor and DPC know your concern as soon as possible after the test.

### **What is considered a refusal to test?**

DOT regulations prohibit you from refusing a test. The following are some examples of conduct defined as refusing a test:

- Failure to report to the designated testing site.
- Refusal to provide a urine specimen.
- Refusal to provide an adequate amount of breath for testing.

- Attempt to alter, adulterate, or substitute the specimen provided.
- Failure to take a second test when directed to do so.
- Failure to cooperate with any part of the testing process.
- Failure to remain at the testing site until the process is complete.
- Providing a specimen that is verified as adulterated or substituted.
- Refusal to empty your pockets when directed to do so by the collector.

**What happens if my test result is not negative, I refuse a test, or violate an agency specific drug and alcohol policy?**

If your test result is positive, substituted, adulterated or invalid, if you refuse a test, or violate DOT drug and alcohol policy:

- Upon notification from the DPC, a supervisor will document the failure in writing and initiate appropriate disciplinary action.
- Depending on the misconduct, disciplinary action can be up to and including removal from safety sensitive functions and/or Federal service.

**Will my results be confidential?**

Your test results are confidential. Your test results must not be disclosed without your written consent, unless the disclosure would be to the MRO (drug test results only), to the administrator of any EAP in which you are receiving counseling or treatment, to the OA management official(s) having authority to take an adverse personnel action, or pursuant to an appropriate court order showing good cause, and/or National Transportation Safety Board (NTSB).

**Will the results follow me to a different DOT Operating Administration or to a non-federal employer?**

Yes. Your drug and alcohol testing history can follow you to a different DOT Operating Administration. If you leave Federal service and your new employer is regulated by DOT, then you may be asked to give your consent to release your testing history to your new employer.

**What should I do if I have a drug or alcohol problem?**

Seek help. Jobs performed by safety-sensitive transportation employees keep America's people and economy moving. Your work is a vital to this Nation. By abusing drugs or alcohol, you risk your own life, your co-workers lives and the lives of the public.

EAP services are provided at no cost to you. Cost for further diagnostic or rehabilitative services, or treatment is your responsibility, but may be covered by your Federal health benefit provider. Please contact the EAP for additional information on programs available (e.g., counseling, rehabilitative programs, and education).

DOT has a self-referral program. If you voluntarily identify yourself as someone who uses illegal drugs or misuses alcohol, you will not be identified to the Agency or the respective OA



for the purposes of taking disciplinary action. This self-referral only applies prior to being identified through other means (e.g., random testing) and to the first occurrence of such self-referral. If you self-refer under these conditions, you must obtain agency approved counseling and may be subject to return-to-duty and follow-up testing.

**Is there a rehabilitation program?**

DOT's rehabilitation program provides the opportunity for treatment of its employees struggling with drug or alcohol problems. The program is managed by the EAP managers and coordinators within each OA.

**Did you know?**

Did you know that six out of ten people suffering from substance abuse problems also suffer from mental conditions like depression? Research has long documented that people suffering from depression try self-medicating through use of alcohol and other drugs. Typically, many of these individuals fail to remain clean and sober after rehabilitation because their underlying medical problem is not addressed and the cycle of self-medication begins again.

Increase your chances of rehabilitation. If you have substance abuse issues, there is a 60 percent chance you are also suffering from an underlying mental condition. Be sure to ask your doctor or other mental health professionals about depression and other conditions contributing to substance abuse issues.

**Who do I contact if I have more questions?**

Contact your DPC or DOT Substance Abuse Awareness and Testing Office (SAATO). SAATO can be reached at 202-366-9440 or visit SAATO's website at:

<http://dothr.ost.dot.gov/hrprograms/drugandalcohol/>

## Appendix

### Resource Information

If you want more detailed information or have questions regarding regulations, please refer to the following:

- Department of Health and Human Services (HHS) Mandatory Guidelines; Public Domain  
<http://workplace.samhsa.gov>  
 Select “Under Federal Programs”, then select “Mandatory Guidelines”.
- DOT Order 3910 1C – Drug and Alcohol-Free Departmental Workplace and DOT Drug and Alcohol Testing Guide; Public Domain  
[http://dothr.ost.dot.gov/HR\\_Programs/Drug\\_and\\_Alcohol/drug\\_and\\_alcohol.html](http://dothr.ost.dot.gov/HR_Programs/Drug_and_Alcohol/drug_and_alcohol.html)

### Drug & Alcohol Program Coordinator Contact Information

FAA:

Headquarters	202-267-8043/5022 / 3603
Alaskan Region (AK)	907-271-5423
Central Region (ACE)	816-329-3253
Eastern Region (AEA)	718-553-3303
Great Lakes Region (AGL)	847-294-7712
Mike Monroney Aeronautical Center	405-954-3711
New England Region (ANE)	781-238-7311
Northwest Mountain Region (ANW)	425-227-2693
Southern Region (ASO)	404-305-6159
Southwest Region (ASW)	817-222-5303
Western Pacific Region (AWP)	310-725-3784

FHWA	202-366-1185
FMCSA	202-366-6465
FRA	202-493-6114 /6119
FTA	202-366-2228
MARAD	202-366-2808
NHTSA	202-366-2607
OIG	202-366-1439
OST	202-366-9440
PHMSA	202-366-2350
RITA	202-366-9440
SLSDC	315-764-3237
STB	202-565-1692

**DOT Substance Abuse Awareness and Testing Office**

202-366-9440